

ARMY and/or AIR National Guard FTNGD-OS VACANCY ANNOUNCEMENT

**DEPARTMENT OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS - ARIZONA
5636 E. McDowell Road
Phoenix, Arizona 85008-3495**

ANNOUNCEMENT NUMBER: 18-005

DATE: 07 Feb 18

CLOSING DATE: 21 Feb 18

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Integrated Personnel and Pay System – Army (IPPS-A) ADOS Support, PARA 0000 LINE 00, E5, 00F

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED()
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LOCATION OF POSITION:
5636 E MCDOWELL RD PPMR, Bldg. M5710, Phoenix, AZ 85008

WHOMAY APPLY:
Must be a current member of the AZ National Guard within the grade(s) of E5, E4.

AREA OF CONSIDERATION: This position is **open to the grades of: E5,E4. Individual selected will receive an FTNGD-OS Tour with the Arizona Army and/or Air National Guard. In order to be considered for this position's applicants must meet minimum qualifications as outlined on this announcement.**

INSTRUCTIONS FOR APPLYING: The documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a **brief letter** will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.** Applicants will submit their application via FTSMCS at <https://ftsmcs.ngb.army.mil/protected/jobs/> or submit to SGT Rebekah Ericksen in the HRO office.

1. DO NOT SUBMIT APPLICATION THROUGH FTSMCS; you can either EMAIL or HAND DELIVER application
 2. DA Form 705 (APFT), within the last 12 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
 3. Da Form 5500 / 5501 Body Fat worksheet (if applicable)
 4. last 3 NCOER's is applicable
 5. CERTIFIED copy of ERB (certified is not the same as vaildated and will result in disqualification)
 6. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
 7. DD Form 214's or NGB Form 22's
 8. Individual Medical Readiness Record (MEDPROS).
 9. DA Form 1058-R ADOS application-must have a current signature from commander for each position applying for; also please list announcement number you are applying for in block 19a
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POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

- MINIMUM APPOINTMENT REQUIREMENTS:**
1. DO NOT SUBMIT APPLICATION THROUGH FTSMCS; you can either EMAIL or HAND DELIVER to HRO office
 2. Tour start and end dates – 20180301-20180930 (Subject to availability of funds)
 3. Number of positions – Up to 2
 4. Open to grades E4/SPC-E5/SGT
 5. Must have problem solving skills in relation to human resources systems and transactions
 6. work autonomously with limited instruction
 7. experience with Microsoft Office programs
 8. knowledgeable with the SIDPERS Data Reference Manual (SDRM) and the SIDPERS Software User Manual (SUM)
 9. Must not be under a suspension of favorable action (FLAG) for weight, APFT, security violations or pending any adverse actions
 10. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
 11. Per diem is not authorized. HOR must be within 50 miles of the duty location
 12. Permanent Change of Station (PCS) expenses are not authorized for this position.
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BRIEF JOB DESCRIPTION:
Perform duties related to data migration, testing, training, change management, and deployment of the Army Integrated Personnel and Pay System - Army (IPPS-A) system. Assist in identifying data errors and omissions from legacy systems to IPPS-A, and participate in the monthly Deployment Integration Group (DIG) teleconference to improve personnel readiness and data quality. Utilize National Guard policies, procedures, and regulations to provide support and serve as a liaison between Arizona and the Army National Guard (ARNG) G-1, Personnel Division (HRP). Review, monitor, and update personnel information utilizing the Reserve Component Automation System (RCAS), Standard Installation/Division Personnel System (SIDPERS), DTMS, SIBxWEB, and the G-1 Portal.

SELECTING SUPERVISOR:
COL McNeil

CONTACT INFO:
SGT Rebekah Ericksen

(DSN)
(Com) 602-629-4819

EQUAL OPPORTUNITY:

The Arizona National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.